

# BOARD OF SUPERVISORS

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

## **"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF FEBRUARY 8-12, 2010.**

### **MONDAY, FEBRUARY 8, 2010**

*11:30 a.m.	Harbor Commission	Holiday Inn—City Centre 200 Main Street
* 4:30 p.m.	Board of Adjustment	Room 391—Northern Bldg. 305 E. Walnut Street
* 5:00 p.m.	Facility Master Plan Subcommittee	Room 201—Northern Bldg. 305 E. Walnut Street
* 6:00 p.m.	Executive Committee	Room 200—Northern Bldg. 305 E. Walnut Street

### **TUESDAY, FEBRUARY 9, 2010**

* 5:15 p.m.	Veterans' Recognition Subcommittee	Room 201—Northern Bldg. 305 E. Walnut Street
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### **WEDNESDAY, FEBRUARY 10, 2010**

(No Meetings)

### **THURSDAY, FEBRUARY 11, 2010**

* 5:15 p.m.	Human Services Board	Board Room A Sophie Beaumont Bldg. 111 N. Jefferson
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### **FRIDAY, FEBRUARY 12, 2010**

(No Meetings)

#### **\*Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# PORT AND SOLID WASTE DEPARTMENT

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

CHARLES J. LARSCHEID

PORT AND SOLID WASTE DIRECTOR

## -- PUBLIC NOTICE --

### BROWN COUNTY HARBOR COMMISSION

**FEBRUARY 8, 2010**

11:30am at Holiday Inn – City Centre  
200 Main Street, Green Bay, WI

#### AGENDA:

1. Roll Call
2. Approval/Modification - Meeting Agenda
3. Approval/Modification – January 11, 2010 Meeting Minutes
4. Green Bay Cellcom Marathon, Sean Ryan/John Mory – *Request for Approval*
5. U.S. Army Corps of Engineer's Renard Island Causeway Design – *Request for Approval*
6. Fox River Navigation/Environmental Dredging Issue
7. Great Lakes Restoration Initiative Grants – *Request for Approval*
  - a) Renard Island Cap
  - b) Cat Island
8. Strategic Plan Subcommittee – *Update*
9. FTZ Annual Report
10. WDOT Dockwall Use Report
11. Director's Report
12. Audit of Bills
13. Such Other Matters as Authorized by Law
14. Adjourn

Charles J. Larscheid  
Port & Solid Waste Director

*Any person wishing to attend who, because of disability requires special accommodations should contact the Brown County Port & Solid Waste Department at 920-492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items which are described or listed on the agenda.*

## **PUBLIC NOTICE**

Notice is hereby given that a public hearing will be held before the Board of Adjustment created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Private Sewage System Ordinance and the Floodplains Ordinance in Room 391, 3<sup>rd</sup> floor of the Northern Building, 305 E. Walnut St., Green Bay, on the 8<sup>th</sup> day of February, 2010, at 4:30 p.m. on an appeal taken by the Town of Humboldt denying their request for a holding tank to serve the proposed Town Hall/Community Center. This property is located in the NW1/4, NW1/4, S2, T23N, R22E in the Town of Humboldt. It is the southeast corner of the intersection of S. Michiels Road and Humboldt Road.

Any person wishing to attend who because of disability requires special accommodation should contact the Brown County Zoning Office at 448-6480 by 4:30 p.m. on February 5, 2010, so that arrangements can be made.

Dated this 24<sup>th</sup> & 31<sup>st</sup> day of January, 2010.

Brown County Board of Adjustment  
Allan Duchateau  
Charles Karnopp  
Bill Ullmer  
Richard Huxford-Alternate

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**FACILITY MASTER PLAN COMMITTEE**

Adam Warpinski, Chair  
Carole Andrews, Vice Chair  
Jack Krueger, Mike Fleck, Pat Wetzel

**FACILITY MASTER PLAN SUBCOMMITTEE**

**Monday February 8, 2010**

**5:00 p.m.**

**Room 201, Northern Building  
305 E. Walnut Street**

1. Call to Order.
2. Approve/Modify Agenda.
3. Discuss former Mental Health Center options.
4. Such Other Matters as Authorized by Law.

**Adam Warpinski, Chair**

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### **EXECUTIVE COMMITTEE**

Mary Scray, Chair

Guy Zima Vice Chair

Tom Lund, Bernie Erickson

John Vander Leest, Andy Nicholson, Patrick Evans

### **EXECUTIVE COMMITTEE**

**Monday, February 8, 2010**

**6:00 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of January 11, 2010.

### **Comments from the Public**

### **Communications**

1. Communication from Supervisor Haefs re: Request that the Committee discuss having those departments with Planning/Development oversight present 2011 Budgets with zero levy dollar increases. *Motion at PD&T: To refer to the Executive Committee with a request that they discuss having all departments present 2011 budgets with a composite levy increase of zero dollars.*

### **Legal Bills**

2. Review and Possible Action on Legal Bills to be paid.

### **Reports**

3. Internal Auditor Report.
  - a. Discussion and Possible Action re: County Meal Reimbursement.
  - b. Analysis of Fee-Based Services – County Clerk's Office.
  - c. Other.
4. County Executive Report.
5. Labor Negotiator Report.
6. Board Attorney Report.

### **Standing Item**

7. Review Brown County requirements of ID when applying for any Social Services from the County.

**Other**

8. Discussion re: Clerk Typist I – Veterans Department.
9. Discussion re: Finance Manager (formerly Budget & Finance Manager – Human Services).

**Request to Fill Positions**

10. Request to fill Sanitary Inspector.
11. Request to fill Director of Public Safety Communications.
12. Memo re: Justification for Filling Law Clerk Position.

**Resolution, Ordinances**

13. Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled “Purchase and Sale of Scrap Metal.”
14. Resolution re: Change in Table of Organization Sheriff’s Department Addition of Grant Funded Positions.
15. Resolution re: To Approve the Extension of the Resch Center Naming Agreement.

**Other**

16. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### VETERANS SUBCOMMITTEE

Jack Krueger, Chair  
Sherry Steenbock, Vice Chair  
Donald Bettine, James Haskins, John Maino,  
Troy Ness, Duane Pierce, Kristen Verhaagh,  
John Walschinski.

**\*\*Running Total of Veterans' Certificates: 1191**

### VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, February 9, 2010

**\*\*5:15 p.m.\*\***

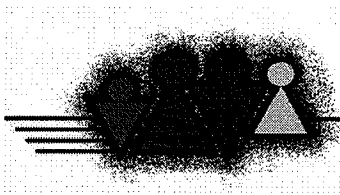
Room 201, Northern Building  
305 E. Walnut Street

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of January 12, 2010.
5. Report from CVSO Jerry Polus (if available).
6. Report from Chair Jack Krueger
7. Report from Committee Members Present (Steenbock, Bettine, Haskins, Maino, Ness, Pierce, Verhaagh, & Walschinski).
8. Such other Matters as Authorized by Law.
9. Adjourn.

Jack Krueger, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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## **Human Services Department**

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Brian Shoup, Executive Director  
111 N. Jefferson Street, Green Bay, WI 54301  
Phone: (920) 448-6001, Fax: (920) 448-6126

### **MEETING OF THE HUMAN SERVICES BOARD Thursday, February 11, 2010**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A  
111 NORTH JEFFERSON, GREEN BAY, WI 54311  
5:15 P.M.**

### **AGENDA**

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of January 14, 2010 Human Services Board Meeting.
4. EM-1 Update.
5. Family Care Update.
6. Community Treatment Center Update.
7. Financial Report.
8. Bellin Hospital Statistical Update.
9. Community Treatment Center Statistical Update.
10. Contract Update.
11. Director's Report.
12. Any Other Matters.
13. Adjourn Business Meeting.

#### **Notices:**

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



# FEBRUARY 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		
	1	2	3	4	5	6
7	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
	8	9	10	11	12	13
Valentine's Day			EMS 1:30pm Board of Supervisors 7:00 p.m.	Facility Master Plan 5:15 pm.		
14	15	16	17	18	19	20
	Land Con 6pm Plan Dev & Trans 6:30 pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	Admin 5:30 pm		
21	22	23	24	25	26	27
28						

# MARCH 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		
	1	2	3	4	5	6
7	Executive Cmte 6:00 pm	Vets' Recognition 5:15pm				
	8	9	10	11	12	13
14	15	16	Board of Supervisors 7:00 p.m.	Facility Master Plan 5:15 pm.		
21	Land Con 6pm Plan Dev & Trans 6:30 pm		Human Svc Cmte 6pm	Admin 5:30 pm		
22	23	24	25	26	27	
		Criminal Justice Coord Bd 3:30pm				
28	29	30	31			

## **BROWN COUNTY COMMITTEE MINUTES**

- **Community Options Program Planning Committee (January 25, 2010)**
- **Housing Authority (January 11, 2010)**
- **Planning Commission Board of Directors Chapter 21 Subdivision Ordinance Revision Subcommittee (July 30, 2009)**

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE**

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, January 25, 2010 at 111 North Jefferson Street, Green Bay, Wisconsin.

**Present:** Sunny Archambault, Helen Desotell, Patricia Hickey, Darlene Marcelle, Shirley Richardson, Chua Xiong and Jean O'Leary

**Absent:** None

**Excused:** Carlene Felmer, Kristy Robb

**Others Present:** Carol Cormier and Mary Rasmussen of BCHSD

Acting Chairperson Helen Desotell called the meeting to order at 8:33 a.m. with roll call. A quorum was present.

**MODIFICATION/APPROVAL OF AGENDA**

Ms. O'Leary said there are two additions to the agenda, a discussion item regarding COP Committee membership and chairmanship, and item 11B, a CBRF variance request.

**MOTION:** Ms. Marcelle moved to approve the agenda as modified. Ms. Hickey seconded. Motion carried unanimously.

**MODIFICATION/APPROVAL OF MINUTES**

**MOTION:** Ms. Archambault moved to approve the October 26, 2009 minutes as mailed. Ms. Xiong seconded. Motion carried unanimously.

**COP PLANNING COMMITTEE MEMBERSHIP**

Ms. O'Leary said Carlene Felmer resigned from the Committee, creating a need to elect a new chair, and also creating a vacancy for a consumer CMI representative. She added that the County Executive's Office sent her the current list of Committee members and all but one of the terms had expired, some as far back as 2007. We are also still missing consumer representatives for the AODA and PD disability groups. She asked everyone present individually if they want to continue serving on the Committee. Everyone said they wish to continue, and Ms. O'Leary said she would take care of the renewal paperwork with Jayme Sellen of the County Executive's office and would contact Kristy Robb (not present today) about her intentions. Ms. Archambault reminded everyone that the COP Committee as it stands will disband once Family Care is implemented. Regarding the chairmanship, Ms. Marcelle said the vote needs to be included officially on the agenda. Therefore we will nominate and vote for chairman next month.

**WAITING LIST POLICY**

Carol Cormier, who works with the waiting list, said there are currently 655 individuals on the list, and that number includes DD and children. A person can be on the waiting list even if not eligible for waiver, and

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE–JANUARY 25, 2010**

there are different asset limits for COP vs. waiver. Ms. O’Leary said it is a complicated formula, and the issue now is what to do if we come to a person on the list that is eligible for COP for whose assets are too high for waiver. It is mainly for these people, the ones with too much money, for which a policy needs to be established. After discussion it was decided to bypass these individuals who are not ready to go on service, and that they would retain their position on the list. Ms. O’Leary added that we need to pay attention to our compliance with significant proportion figures when placing people on service as well.

**MOTION:** Ms. Xiong moved to continue with the waiting list policy as is. Bypassed persons will retain their position on the list. Ms. Hickey seconded. Motion carried unanimously.

**2010 COP PLAN UPDATE**

Ms. O’Leary said everything remains the same as last year’s plan except the contact information has been updated and the hourly case management rate is new. Regarding the case manager capacity report, Ms. Archambault asked why some workers have “2%” listed while some have “56%.” Ms. O’Leary said this has to do with the percentage of their time that they work with COP-funded cases.

**MOTION:** Ms. Archambault moved to approve submission of the 2010 COP Plan Update to the state. Ms. Xiong seconded. Motion carried unanimously.

**REPORTS**

**Current Status of COP Funding** – Ms. O’Leary said we are looking at shifting money toward the children’s area to preserve our COP funding. People with AODA issues often do not meet the eligibility requirements on the COP functional screen.

**Waiting List** – No discussion. (See discussion on Waiting List Policy above.)

**Money Expenditures by Target Group** – Ms. O’Leary said we are in compliance with the state’s guidelines for expenditures by target group except we are running a bit behind in the elderly, developmentally and physically disabled categories. As we replace people we do it according to where we are with significant proportions percentages. Currently we are only placing elderly on service.

**MOTION:** Ms. Richardson moved to receive the reports and place them on file. Ms. Xiong seconded. Motion carried unanimously.

**FAMILY CARE UPDATE**

Ms. O’Leary called the Committee’s attention to the printout of the Family Care website’s front page, which was included with the meeting packet. Ms. Archambault said the website is full of information and includes a helpful “frequently asked questions” link. There are also links to the state’s and the ADRC’s websites. The meeting packet also included a current map indicating which counties are on board with FC and which are still pending. After all other counties have rolled out with FC the state will assign the remaining uncommitted counties to a district.

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE—JANUARY 25, 2010**

Ms. O'Leary said Rolf Hanson has been hired as the new Planning Director for the Northeast Wisconsin FC district. He has begun part-time and will move to full time effective March 1<sup>st</sup>. The website contains information on Mr. Hanson's educational and employment background. The FC Steering Committee (of which Ms. O'Leary is a member) is in the process of obtaining office space for the district, and there may be some available in the small business incubator building on the NWTC grounds. Ms. Archambault asked if the FC Committee will invite the public to future meetings. Ms. O'Leary said meetings are open to the public, and the stakeholder meetings will begin soon.

**CLOSED SESSION**

Ms. Desotell read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to--

**MOTION:** Ms. Marcelle moved to go into closed session. Ms. Richardson seconded. Ms. Desotell conducted a roll call vote. Ms. Archambault, Aye, Ms. Hickey, Aye, Ms. Marcelle, Aye, Ms. Richardson, Aye, Ms. Xiong, Aye, Ms. Desotell, Aye. Motion carried.

**MOTION:** Ms. Archambault moved to return to regular open session. Ms. Hickey seconded. Ms. Desotell then conducted a roll call vote. Ms. Archambault, Aye, Ms. Hickey, Aye, Ms. Marcelle, Aye, Ms. Richardson, Aye, Ms. Xiong, Aye, Ms. Desotell, Aye. Motion carried.

**During the closed session the Committee made the following decisions:**

11A) **Item 10A was for information only per resolution passed by the Committee on June 22, 2009.**

11B) Request for individual to reside at Birch Creek CBRF

**MOTION:** Ms. Archambault moved to approve the request. Ms. Xiong seconded. Motion carried unanimously.

**MOTION:** Ms. Hickey moved to adjourn. Ms. Marcelle seconded. Motion carried unanimously. The meeting adjourned at 9:13 a.m.

Respectfully submitted,  
Mary Rasmussen

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 11, 2010**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Rich Aicher

**MEMBERS EXCUSED:** Paul Kendle

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Rob Strong, Robyn Hallet, Robyn Davis, Janis Voge, Karen Johnston, Bobbie Lison, Kent Gross.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the December 21, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by R. Aicher to approve the minutes from the December 21, 2009, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None.

**REPORTS:**

None.

**OLD BUSINESS:**

2. Discussion and possible action on Freedom House's request for financial assistance.

R. Davis thanked the Authority for meeting with her. She introduced Janis Voge who is a member of Freedom House's Board of Directors and is on the Finance Committee. She has been with Freedom House for a long time.

R. Davis stated that Freedom House had an anonymous donor that stepped forward with a matching gift of \$70,000.00. Freedom House was able to meet and exceed that match. That donor stipulated that his gift was a \$50,000.00 match that was going to be paid at the rate of \$5,000.00 a month for ten months beginning January 2010. Freedom House was able to add another \$20,000.00 to that through Board Members and others that wanted to throw into the pot. J. Voge will

speak about where Freedom House is financially. The last time she spoke to the Authority, Freedom House had about \$1,600.00 in savings and about \$7,000.00 in checking.

J. Voge stated that as of today Freedom House has \$4,400.00 in checking and \$17,000.00 in savings. December's donations were a blockbuster.

D. Hallet questioned if the \$5,000.00 a month from the donor that would be received starting January 2010 is on top of the funds currently in checking and savings.

J. Voge replied that is correct. She also clarified that the transitional house fund is separate from the funds that she has spoken about today. The contingency plan was to only tap that fund if absolutely necessary.

R. Aicher asked for clarification on the \$70,000.00.

J. Voge stated that there is \$50,000.00 that came from the anonymous donor and it is being given to Freedom House at \$5,000.00 a month. The other \$20,000.00 that she had spoken about earlier came from Board Members and friends of Freedom House. There was a \$70,000.00 pledge of which \$20,000.00 has been received.

J. Voge stated that in the month of November, Freedom House received in \$11,000.00. In December, Freedom House brought in \$129,000.00. The match was met and there is \$50,000.00 to come in the next 10 months at \$5,000.00 per month.

M. Welch clarified he believes what is being said is that Freedom House has a match program, in which \$20,000.00 of that match has been received and \$50,000.00 is still pending. Other donors have met the match of \$70,000.00 plus an additional \$40,000.00 above the \$70,000.00. Therefore, \$130,000 has been paid in December and \$50,000 of the original pledge is pending.

R. Aicher questioned how the total of \$180,000.00 for November and December matched up with Freedom House's expectation that they would have a \$60,000.00 shortfall, which is the amount they originally requested for assistance. R. Aicher stated \$50,000.00 is still coming in installments.

J. Voge stated that if you do a snapshot of today, Freedom House is fine. However, if you look at the future for the remainder of the fiscal year, which ends in May, the total shortfall is approximately \$40,000.00. The donations projected are estimates based on last year's donations and it does include the \$5,000.00 pledge they will be getting each month. The \$117,000.00 in savings would be utilized if necessary to cover the shortfall each month. The budget does not include the principal loan payments because the bank has deferred them. They will start back up in July and increase by \$5,000.00 to catch back up.

R. Davis explained efforts to increase donations in the future. She stated that Freedom House is going to be generating other revenue through a new fundraiser taking place at the end of this month. There is also a long range plan with media outlets to get the word out about Freedom House. Planning for the major fundraiser is going to be started earlier than previously so that corporate donors can be tapped for partnering with Freedom House. If isn't started earlier, these corporations have already allocated their funds. Freedom House now has a grant writer consultant and Pioneer Credit Union has underwritten some of the grant writer's fees. The website is being overhauled. By doing this they can expand their reach outside of Brown County. There is also talk of doing a joint fundraiser with other similar organizations.

D. Hallet stated that she knows that Freedom House has been working hard to raise funds.

R. Davis addressed the question if Freedom House is still in the same crisis situation as it was two months ago when they first approached the Authority. She stated that when she went to see the Mayor a couple of months ago, donations were down 30% to 40% in any given month and knew they were coming into the strongest giving season, which is Christmas, and needed to breach the gap. At that time they estimated they would need about \$60,000.00 and that was the original request to the Mayor. They crossed that time and filled that gap to some extent, but are not out of the woods. They are still down from last year at this time but things are on the upswing. When relying on donations, you never know how much you will actually receive on a monthly basis. She doesn't want to say that Freedom House is not going to need some assistance.

R. Strong read the motion that was approved by the Green Bay Housing Authority (GBHA). The motion is as follows:

"A motion was made by Ald. Piton and seconded by D. Slater for the Green Bay Housing Authority to pay 30% of the amount to be provided by the GBHA and BCHA up to a maximum of \$30,000.00, to be spent over the twelve months of 2010 for shortages to fund the existing operation of Freedom House based on their need monthly, with a monthly report provided to the Authorities for at least the first quarter of 2010."

R. Strong stated that he believes the GBHA is looking for monthly reports for at least the first quarter and depending on how things are looking, maybe quarterly reports thereafter.

R. Davis assured the Authority that they see this as a onetime request and not as a yearly bail out. They need to work hard at getting the word out that homelessness is not just a cold weather issue. Homelessness is year round and we need to keep that thought to the forefront of people's minds.

T. Diedrick stated that he has found doing major fundraising in February, March, and April brings good results simply because the corporations have not allocated their funds yet.



R Strong stated that there are a number of different accounts with unrestricted funds that could be used if the Authority chose.

R Aicher stated that this all fits and is a good cause and the Authority does have the funds. If they are in a "bridge the gap" situation then he is in favor of this. We also need to be mindful that the GBHA is dependent on the BCHA to be the judge and jury on their behalf. He is willing to commit to the financial assistance upon illustrated need.

R Strong questioned if we should have Freedom House spend the \$117,000.00 in saving before any of our money kicks in or do we expect them to put at least \$ 0,000.00 a month from their savings before we kick any money in.

D Hallet stated that it sounds like the crucial time would be in June or July when the payments to the bank would start back up. She suggested that they could come back in a few months and share if donations are more or less than what they had hoped for.

J. Voge stated that the budget for next year will need to be approved at the Board meeting in May.

At the request of D. Hallet, R. Davis listed the members of the Freedom House Board.

The Authority decided to take no action on this item. The Authority asked R. Davis to stay in touch with R. Hallet and let her know how things are progressing and if they do see a shortfall coming to come back before the Authority.

### **NEW BUSINESS:**

3. Discussion and possible action on Catholic Charities' request to provide Homeownership Counseling to buyers in the HCV Homeownership Program.

R Hallet stated that currently NeighborWorks® Green Bay provides the homeownership counseling for the homebuyers purchasing a home through the HCV Homeownership Program. Catholic Charities has recently started a home buying program and they are requesting the Authority's approval to be one of the counselors for the HCV Homeownership Program.

B Lison and K. Johnston from Catholic Charities were introduced.

B Lison stated that Catholic Charities would like to be able to provide home buyer education for participants in ICS' HCV program. Catholic Charities receives a lot of referrals from ICS for individuals who need help cleaning up certain barriers before they are able to buy a home. One benefit is that as they are working with these individuals, trust is built between the client and the counselor. Often the client would prefer to take the class with the counselor they have that relationship with. Other community agencies and Catholic Charities clients have asked them to

provide this service. She does not feel that there will be an issue with duplication, as there are about 150,000 people in this community and two providers of this service is warranted.

K. Johnston stated that it is important for the end user because they have already established a relationship with Catholic Charities. They are an approved counseling agency with HUD. All staff members have been sent through training and they did become an approved agency with HUD with the understanding that this would be a partnership with any of the other existing partners. The problem has been that when the client has been provided the homeownership counseling at Catholic Charities and then sent over to NeighborWorks® Green Bay, NeighborWorks® will not recognize Catholic Charities' training and make the clients go through training again. The training they provide is established homeownership counseling that is approved from HUD and they don't charge as much as NeighborWorks® Green Bay. NeighborWorks® America did all of the training for Catholic Charities, who now utilizes their course. Catholic Charities would like to appear on a list that states they provide approved homeownership counseling. They have had a relationship with ICS for years. This past year Catholic Charities received a national award and it is ironic that within our own community there is a tension regarding services being duplicated.

R. Hallet commented that the Administrative Plan states that NeighborWorks® Green Bay will provide the counseling. The Administrative Plan would have to be amended.

R. Strong stated that the Administrative Plan could indicate two agencies or any qualified agency. We do need to ensure that the quality is the same.

K. Gross from NeighborWorks® Green Bay addressed the Authority. He stated that everyone wants to work together and that is the objective. Recently there was a client that Catholic Charities had provided the counseling for and because NeighborWorks® Green Bay is the organization listed in the Administrative Plan, ICS asked NeighborWorks® Green Bay to sign off on the counseling. While Catholic Charities may use the same materials, NeighborWorks® Green Bay is not familiar with their format or how they conduct their training so they were not comfortable with providing the certificate. NeighborWorks® Green Bay then did a one-on-one with the client to get an idea of her understanding of the home buying process and then at that time issued the certificate.

B. Lison stated that ICS wants Catholic Charities to be able to provide this service. It is only because the Administrative Plan only states NeighborWorks® Green Bay that there is an issue.

R. Hallet stated that ICS is in favor of Catholic Charities providing the service but that the Administrative Plan needs to be updated.

R. Strong asked K. Gross if after the one-on-one with the client did he feel that the training conducted by Catholic Charities was adequate.

K. Gross responded yes, they were comfortable with the training that had been provided by Catholic Charities.

K. Johnston stated that they are looking to get this all straightened out so that Catholic Charities is recognized and the client is not inconvenienced.

K. Gross stated that clients who go through ICS are also required to go through a post purchase class and that is something that NeighborWorks® Green Bay provides. He didn't know if Catholic Charities would be providing that as well.

B. Lison responded that yes, they would. There are often times when a person is purchasing a home that they frequently continue with services with Catholic Charities for budgeting, making sure they stay current on their mortgage, and keep up with their other obligations.

K. Gross stated that NeighborWorks® Green Bay also has a program to help provide down payment assistance. It is their policy that anyone who receives down payment assistance must go through their home buyer education course. In the past NeighborWorks® Green Bay has not recognized outside sources of the home buyer education for obtaining this down payment assistance. They have always required the individuals to go through the NeighborWorks® Green Bay's program.

T. Diedrick stated that Catholic Charities budget counseling program is highly recognized. It is critical to have continuity and consumer choice. He would like to see collaboration and to see both organizations work together. The end result is the same: to have successful homebuyers.

R. Aicher stated that if an organization is HUD certified, the certification implies or certifies that the training meets or exceeds HUD standards and that is what ICS should care about. There is no reason why Catholic Charities shouldn't be recognized.

K. Johnston stated that it is about choice and ICS suggested that there needed to be an amendment so that clients could have that choice.

R. Hallet stated that her previous position with ICS was as the Homeownership Coordinator and she would estimate that about 90% of the clients who purchase a home through the HCV Program receive down payment assistance through NeighborWorks® Green Bay. There is going to be some potential misunderstanding from clients who go to Catholic Charities and get the counseling they need for HCV program and then when they learn of the availability of down payment assistance from NeighborWorks® Green Bay, they'll find out they have to repeat that counseling.

K. Gross stated that he is sure that there is some way the agencies can work together. Maybe NeighborWorks® Green Bay could make a presentation to the client. Noel Halvorsen and the loan committee would have to make a policy change to accept Catholic Charities' counseling for the down payment assistance program.

R. Hallet stated that one thing that we might want to consider is that the BCHA does provide payment to NeighborWorks® Green Bay for each client who receives the homeownership counseling and utilizes the HCV program. Would the payment to Catholic Charities be the same amount or do they want to offer a price.

K. Johnston stated that they have a set price already of \$500.00 and they absorb that cost for the training that takes place. The \$500.00 fee also includes the post purchase counseling. The client is currently only paying \$25.00 for the book. Catholic Charities has an Individual Development Account (IDA) program that the client can put money into a savings account and then they match it \$2.00 for every \$1.00.

T. Diedrick asked what it would take internally to be able to make funding available through both agencies.

R. Strong replied that we would need to decide to include in the Administrative Plan to allow Catholic Charities to provide the service and that they are recognized by ICS and the Authority. The Authority would also have to decide if they want to fund it. We have a contract with NeighborWorks® Green Bay to provide the services for a certain dollar amount. We could do an RFP and look at the prices for services and decided if we want to fund one or both agencies. The first step is to get Catholic Charities name on the plan.

K. Gross stated that there are about 600 people per year go through the counseling program.

K. Johnston stated that their number would be much smaller.

R. Hallet questioned if we list both agencies as options in the Administrative Plan or do we open it up to include any qualified housing counseling provider.

The Authority felt that if there were other agencies that wanted to do this that they would like to meet with them and have this same sort of dialogue.

R. Hallet asked what we would be paying Catholic Charities. There is some confusion with what NeighborWorks® Green Bay is being paid. Resolution 02-03 was adopted in March 2003 stating that \$8,000.00 per year would be given to NeighborWorks® Green Bay. It did not specify per client. Prior to that in December 2001 there was a motion to provide \$600.00 per client.

The Authority decided to make a motion regarding Catholic Charities but stated that the fee paid to NeighborWorks® Green Bay and what should be provided to Catholic Charities should be researched by staff and brought back before the Authority.

A motion was made by R. Aicher and seconded by M. Welch to amend the Administrative Plan to include Catholic Charities to provide Homeownership Counseling to buyers in the HCV Homeownership Program. Motion carried.

**STAFF REPORT:**

R. Strong stated that the new accountant, Matt Schampers, started December 28, 2009.

R. Aicher stated that it might not be a bad idea to go through 3 or 4 years of minutes to make a schedule of things that need to be acted upon, to make sure the Authority is not missing something. R. Strong stated that he would have N. Aderholdt work on that project

M. Welch mentioned that in the past it was decided that every 3 or 6 months the Authority would review the budgets.

M. Welch referenced ICS's audited financial report that was handed out after last month's meeting and stated that it mentions that ICS is working with the BCHA to resolve reporting variances and timing. The Authority has asked that staff report back within the next three months on where this stands.

A motion was made by T. Diedrick and seconded by R. Aicher to adjourn the meeting at 4:47 p. n. Motion carried.

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**CHAPTER 21 SUBDIVISIONS ORDINANCE REVISION SUBCOMMITTEE**  
**Thursday, July 30, 2009**  
**Northern Building**  
**305 E. Walnut Street, Room 200**  
**Green Bay, WI**  
**3:00 p.m.**

**ROLL CALL:**

Michael Soletski	<u>X</u>	Dennis Reim	<u>X</u>
Bill Bosiacki	<u>X</u>	Graham Callis	<u>X</u>
David Chrouser	<u>X</u>	Norb Dantinne	<u>X</u>
Pat Ford	<u>Exc.</u>	Pat Kaster	<u>X</u>
Chuck Lamine	<u>X</u>	Jon Motquin	<u>X</u>
Michael Vande Hei	<u>X</u>	Andrew Vissers	<u>X</u>
Jim Wallen	<u>Exc.</u>		

**OTHERS PRESENT:** John Luetscher, Brown County Corporation Counsel

**1. Introductions.**

The meeting was called to order by M. Soletski at 3:03 p.m.

**2. Approval of the June 25, 2009, minutes.**

M. Soletski indicated that Paul Kosmoski, Kos Management, had attended the June 25, 2009, meeting. His name should be added to others present.

Motion by P. Kaster, seconded by C. Lamine, to approve the June 25, 2009, minutes with the one change as requested by M. Soletski. Motion carried unanimously.

**3. Review and action regarding the draft of proposed revisions to the Brown County Subdivision Ordinance (Chapter 21 of the Brown County Code).**

**a. Entity definition (s. 21.20)**

J. Motquin indicated that the subcommittee had discussed the definition of "entity" at its June 25 meeting. A consensus had been reached to utilize a definition from Wisconsin Statutes. The proposed definition is derived from Ch. 180. Wis. Stats. The term "individual" was added to ensure that the proposed Chapter 21 definition is thorough.

Entity: Includes an individual; a domestic corporation; a foreign corporation; a limited liability company; a nonstock corporation; a stock or nonstock cooperative association; an unincorporated cooperative association; a profit or nonprofit unincorporated association; a business

trust; an estate; a partnership; a trust; 2 or more persons having a joint or common economic interest.

Motion by P. Kaster, seconded by C. Lamine, to adopt the proposed definition for "entity" as recommended by staff. Motion carried unanimously.

b. Outlot definition (s. 21.20)

J. Motquin indicated that the subcommittee had discussed the definition of "outlot" at its June 25 meeting. A consensus had been reached to utilize a definition from Wisconsin Statutes. The proposed definition is derived from Ch. 236. Wis. Stats. The term "public street" was added to the proposed definition.

Outlot: Any parcel of land other than a lot, block, or public street so designated on a plat or certified survey map.

Motion by P. Kaster, seconded by A. Vissers, to adopt the proposed definition for "outlot" as recommended by staff. Motion carried unanimously.

c. Outlot Characteristics (proposed s. 21.635)

J. Motquin recapped the subcommittee discussion regarding outlots from the June 25, 2009, meeting. Subparagraph 1 was the existing definition from Chapter 21 verbatim. Subparagraphs 2 through 5 were proposed additions. Subparagraph 2 required that restrictive covenants regarding the ownership, maintenance, and use of outlots. This was currently a Brown County Planning Commission staff policy. Subparagraph 3 required that a viable "entity" own the outlot at the time of platting. Subparagraph 4 indicated that outlots could be used as building sites. Subparagraph 5 pertained to the use and sale of landlocked outlots only.

Discussion took place regarding subparagraphs 2 through 5.

M. Soletski indicated he would like to see "detailed" changed to "identified" in subparagraph 2.

D. Chrouser indicated he would like to see "maintenance" removed from subparagraph 2. He also indicated that restrictive covenants should be made as generic as possible to not restrict future development potential.

A. Vissers indicated that some conservancies required land to be "maintained in a natural state." This is a maintenance clause.

D. Reim indicated that it is often confusing on which governmental entity or landowner requests the stated restrictive covenant.

N. Dantine indicated that the Town of Humboldt's attorney had indicated municipalities could not issue restrictive covenants.

J. Luetscher indicated that municipalities and counties can place restrictive covenants on land as long as they do so uniformly across the entire jurisdiction.

C. Lamine indicated that restrictive covenants currently used by Brown County Planning Commission staff allow land divisions to occur consistent with s. 21.05 Purposes of the Brown County Subdivisions Ordinance.

J. Motquin indicated that it was practical to separate restrictive covenants on plats and CSMs into sections. Each section would begin with "Restrictive Covenants as set forth by \*," where Brown County, the local municipality, or the developer could be substituted for the asterisk.

Motion by D. Reim, seconded by P. Kaster, to adopt the following for proposed s. 21.635. Motion carried unanimously.

## **21. ~~635~~ OUTLOTS.**

- (1) An outlot may be any of the following:
  - (a) A parcel of land left over at the time of platting which is intended to be divided further in the future.
  - (b) A platted parcel which does not meet the requirements of a lot at the time of platting.
  - (c) A platted parcel which is intended for open space or other use and held in common ownership or which is transferred to a public agency or utility.
- (2) The ownership and use of all outlots must be detailed with a restrictive covenant on the subdivision plat or certified survey map.
- (3) The ownership of all outlots shall be vested to a viable ownership entity.
- (4) An outlot may be used as a building site if it meets all criteria of a lot set forth in this ordinance.
- (5) All landlocked outlots must be attached to a qualifying contiguous parcel and also be reviewed, approved, and recorded through a combination certified survey map, subdivision plat, or certified survey map prior to any building construction.

### **d. Land Divisions Not Served By Public Sewer (s. 21.34)**

B. Bosiacki indicated that several changes are proposed to Chapter 21 due to changes in COMM 83 and COMM 85. Holding tanks are now an accepted methodology to provide on-site septic systems. In many cases, they are the preferred option. They are long-lasting if properly maintained.

The subcommittee had a discussion regarding the need to continue requiring no more than four lots. A consensus was reached that this requirement should be removed from Chapter 21 due to updates in Wisconsin Administrative Code.

B. Bosiacki indicated that due to new Wisconsin Administrative Code requirements, all septic systems would be on the Brown County maintenance program within five years. He felt that it was no longer necessary to require



soils tests for every lot. By these regulations, a private on-site septic system could not be installed until a state permit was issued by Brown County. A note could be made in the file that soils tests were not required at the time of land division due to anticipated use(s) of the land.

### **21.34 LAND DIVISIONS NOT SERVED BY PUBLIC SEWER**

(1) Except as provided in sub. (2), for each proposed land division not served by public sewer, a soil test complying with COMM 83 and COMM 85, Wisconsin Administrative Code, shall be submitted for each proposed lot. ~~NO MORE THAN 4 LOTS THAT ARE CREATED FROM THE SAME PARENT PARCEL SHALL BE PLANNED TO BE DEVELOPED WITH HOLDING TANKS AS THE ONSITE WASTE DISPOSAL SYSTEM.~~

(2) ~~Land divisions for public utilities and certain public facilities involving structures not requiring onsite waste disposal systems (e.g., water towers, pumping stations, power relay stations) and other land divisions where conditions warrant, as determined by the Planning Commission staff, may be approved with the following required notation: "Restrictive Covenant. The construction of structures which rely upon onsite sewerage disposal systems for sanitary waste disposal shall be prohibited on this lot until all state, county, and municipal regulations have been met and a sanitary permit has been issued by the Brown County Zoning Administrator's Office." Land divisions that are not intended for structures that are to be served by a private onsite wastewater treatment system will not require a soil test or site evaluation prior to approval.~~

(3) The Planning Commission staff may require that the locations and dimensions of sites for private onsite wastewater treatment systems be identified on final plats and certified survey maps for those lots with limited suitable area, as determined by the Brown County Zoning Office.

A motion was made by N. Dantinne, seconded by D. Chrouser, to adopt proposed language for s. 21.34 as indicated above. Motion carried unanimously.

#### **e. Preliminary Consultation/Sketch Plan (s. 21.41)**

J. Motquin indicated that the Brown County Home Builders Association (BCHBA) had requested to make preliminary consultations on subdivision plats an optional requirement. Brown County Planning Commission (BCPC) staff collectively agreed that this was an important step in the process as it helped BCPC staff and the developer identify limitations to development such as the presence of wetlands or other ESAs, lots which may have limited building area, and other potential issues. By identifying these issues early in the process, the developer can be alerted to whether additional work such as wetland delineations or navigability determinations will be required. The preliminary consultation provides a "heads up" to the developer and likely will shorten

review time once the plat is submitted for review. In actuality, most surveyors and several developers currently contact BCPC staff for a consultant for most land divisions, including certified survey maps already. Staff recommends keeping this section unchanged.

C. Lamine indicated this requirement was incorporated into Chapter 21 during the last update in 2001. He reiterated that this was an important step in the land division process and felt it should be continued.

P. Kaster indicated that it would be imperative to retain this requirement in the ordinance. She felt this process was important for all developers as it provides valuable information on developmental possibilities. She uses this process prior to every development she undertakes as well as prior to purchasing land for future development.

B. Bosiacki indicated the review process will be more pertinent if the new regulations for Wisconsin Administrative Code NR 115 are adopted. These proposed changes will require greater scrutiny regarding lot sizes and buildable areas within the shoreland areas of Brown County.

M. Soletski questioned the appropriateness of the language currently in s. 21.41 (2)(a) in which staff can request topographic contours at 2-foot intervals. Several communities in Brown County currently have only 10-foot intervals. A brief discussion followed. The subcommittee reached a consensus to rewrite this requirement as "best available topographic contours."

#### **21.41 PRELIMINARY CONSULTATION/SKETCH PLAN.**

(1) Prior to the filing of an application for the approval of a preliminary plat, the subdivider, or agent, shall submit a sketch plan of the proposed subdivision and consult with the Planning Commission staff regarding the proposal. This consultation is intended to inform the subdivider of the procedures and requirements for the development. Additionally, it is intended that both the subdivider and the planning staff may reach mutual conclusions regarding the proposed subdivision prior to the expenditure of significant engineering and surveying resources.

(2) Information. The subdivider, or agent, shall submit a concept plan showing the proposed general street and lot layout. In addition, information necessary to assess the proposed concept plan may be required if not otherwise available to planning staff. Such information may include:

(a) ~~Topographic contours at 2-foot intervals.~~ Best available topographic contours

(b) Hydrologic characteristics, including surface water bodies, floodways/floodplains, wetlands, and drainageways.

(c) Existing buildings and structures, including driveway locations and parking areas.

(d) General land cover, such as woodlands, pasture, and cultivated fields.

(e) All encumbrances, such as easements or access restrictions.

(f) General description of proposed methods for stormwater management and sewage treatment.

(3) Review of Sketch Plan. Following the filing of a complete sketch plan as determined by planning staff, the Planning Commission staff shall consult with the subdivider, or agent, to review the concept plan. The consultation may include a visit to the site to review the existing features of the site. Within 20 days following the submittal of a complete sketch plan, the planning staff shall provide written comments informing the subdivider of any additions, changes, or corrections to the concept plan. The comments provided by planning staff shall not be binding upon the subdivider except for items related to the requirements of this ordinance or other applicable laws.

A motion was made by D. Reim, seconded by D. Chrouser, to adopt proposed language for s. 21.41 as indicated above. Motion carried unanimously.

f. Streets and Highways – State and County Trunk Highways (s. 21.61 (2))

J. Motquin indicated staff was proposing two minor changes to this section. The first was to more correctly identify the Wisconsin Department of Transportation. The second was to add language indicating that a restrictive covenant would be placed on all land division documents with lots abutting County Trunk Highways which restrict access points to these lots. This addition was to clarify and codify staff policies currently in practice.

D. Chrouser indicated this was currently a requirement in land division reviews. He did not have any problems with this addition.

**21.61 STREETS AND HIGHWAYS.**

(2) State and County Trunk Highways. The right-of-way width and building setback requirements of all state highways shall be determined by the Commission upon the recommendation of the State Wisconsin Department of

Transportation. The right-of-way width for all county trunk highways shall be as specified on any official map or plan adopted under s.236.46 or s.80.64, Wisconsin Statutes. If no such map or plan exists or if no width is specified on such map or plan, the required right-of-way width shall be 80 feet. Building setback and vision corner requirements shall be established as required in Chapter 6 (Highways) of the Brown County Code. Reduced setbacks or vision corners may be approved by the Planning Commission staff for Planned Unit Developments, areas of existing development, and similar circumstances, upon the recommendation of the Brown County Highway Commission. All subdivision plats and certified survey maps with lots abutting County Trunk Highways shall be approved with the following notation: "Restrictive Covenant: A Brown County Highway Department access permit must be obtained prior to any construction of a new street/road connection or driveway to a County Trunk Highway."

A motion was made by D. Reim, seconded by D. Chrouser, to adopt proposed language for s. 21.61 (2) as indicated above. Motion carried unanimously.

g. Streets and Highways – Intersection Radii (s. 21.61 (6))

J. Motquin indicated that the Brown County Home Builders Association (BCHBA) had requested to eliminate this provision. The language in this section is permissive. This decision is best left to the engineers and local communities to review and approve street design. BCPC staff recommends the language to remain as is.

D. Reim asked what would happen if radii larger than 20 feet would be required.

J. Motquin indicated that Brown County Highway Department (BCHD) staff would review all county trunk highway designs. BCPC staff will take the BCHD recommendations.

**21.61 STREETS AND HIGHWAYS.**

(6) Property lines at street intersections may be rounded with a radius of 12 feet or greater. Cutoffs or chords may be permitted in place of rounded corners. Where a street intersects a county trunk highway, rounded property lines with a radius not greater than 20 feet may be required.

A motion was made by D. Reim, seconded by N. Dantinne, to retain the existing language for s. 21.61 (6) as indicated above. Motion carried unanimously.

h. Streets and Highways – Rights-of-Way (s. 21.61 (11))

J. Motquin indicated that no action was needed on this item. BCPC had originally proposed to change this section, but has reconsidered this since the agenda was distributed. BCPC staff had considered reducing the right-of-way widths to 66 feet, but felt the considered reduction of four feet would be harmful. BCPC staff is concerned about providing adequate bicycle and pedestrian traffic opportunities throughout Brown County. If local communities are planning to incorporate linear bicycle facilities along roadways, especially collectors, the 70 feet of right-of-way would be critical in having ample room for bicycle facilities.

i. Streets and Highways – Cul-de-sacs (s. 21.61 (14))

J. Motquin indicated that BCPC does not have the authority to review the length of a cul-de-sac as a court case has given this responsibility to the local municipality to review this criterion. BCPC staff is proposing to adopt new language which is more passive. BCPC staff is recommending utilizing “may” and “should” instead of shall.

C. Lamine indicated that cul-de-sac length is important in E911 response times and street connectivity. Longer cul-de-sacs can isolate a greater number of land owners if an accident were to occur at the intersection of cul-de-sacs exceeding 1,000 feet.

J. Luetscher questioned if utilizing non-mandatory language will lessen Brown County’s review authority.

J. Motquin indicated that BCPC staff could continue to analyze proposed cul-de-sac length in the subdivision review process. BCPC staff would include a provision in the review letter if a cul-de-sac exceeded 1,000 to alert the local community to further consider this information in the local review process. He felt that most local subdivision ordinances had adequate provisions regulating cul-de-sac length with mandatory language.

## **21.61 STREETS AND HIGHWAYS.**

(14) Cul-de-sacs. Cul-de-sacs ~~shall~~ **should** not exceed 1,000 feet in length and ~~shall~~ **should** contain a turnaround with a minimum right-of-way radius of 55 feet. Length shall be measured along the centerline from the center of the turnaround to the edge of the right-of-way of the intersecting street. Cul-de-sacs that are longer than 1,000 feet ~~may be accepted by planning staff,~~ provided such cul-de-sacs ~~should be~~ **are** identified on the Official Map or Area Development Plan adopted by the municipality and are based upon environmental, topographic, or access constraints.

A motion was made by N. Dantine, seconded by M. Vande Hei, to adopt the proposed language for s. 21.61 (14) as indicated above. Motion carried unanimously.

4. Other Matters.

J. Motquin indicated the subcommittee had taken action on Streets and Highways – Street Names (s. 21.61 (18)) at a previous meeting. He briefly discussed the changes.

**21.61 STREETS AND HIGHWAYS.**

(18) Street Names.

(a) Any street that is the reasonable continuation of an existing street shall bear the same name. If the topography or other feature of a permanent nature is such as to render the continuation of the actual roadway impossible and where such nomenclature is apt to produce confusion, the street shall not carry the same name as the street to which it may be geometrically aligned.

(b) Street names shall be less than 13 characters (including spaces) in length, shall be non-offensive in nature, and shall not be copy-righted by another entity

(c) The Planning Commission staff may reject the name of any street that has already been used elsewhere in the county or which because of similarity may cause confusion. The use of the suffix "street," "avenue," "boulevard," "drive," "place," or "court," or similar description shall not be distinction sufficient to constitute compliance with the subsection.

(d) The following table shall be considered in nomenclature:

<u>Type</u>	<u>Dead-end</u>	<u>Curving</u>	<u>Straight</u>
Short Streets	Place or Court	Crescent, Way, Terrace, Circle, or Lane	Row or Lane
Long Streets		Drive or Road	Street Or Avenue

(e) The term boulevard shall be reserved for streets that are designed with medians separating lanes of traffic.

5. Establish next meeting date.

The next meeting will be held on Thursday, August 27, 2009. The meeting will be in Room E7 of the Sophie Beaumont Building.

Subcommittee members came to a consensus to meet on November 19 and December 17 due to conflicts with the holiday season. These meetings will be held in Room 200 in the Northern Building.

6. Adjourn.

A motion was made by N. Dantine, seconded by M. Vande Hei, to adjourn. Motion carried unanimously. The meeting adjourned at 4:19 p.m.